



**STATE ASSESSORS BOARD
REGULAR MEETING MINUTES OF AUGUST 18, 2008
Director's Room, Grand Traverse Resort
Traverse City, Michigan**

CALL TO ORDER: The August 18, 2008 meeting of the State Assessors Board was called to order at 9:00 a.m. in the Director's Room at the Grand Traverse Resort, Traverse City, Michigan.

ROLL CALL: Members present: Lisa A. Hobart, Chairperson
Raman A. Patel, Vice Chairperson
Henry O. Allen, Member
Maxine J. McClelland, Member
Frederick W. Morgan, Member (~~left at 10:54 a.m.~~)

Staff present: David C. Lee, Executive Secretary

APPROVAL OF MINUTES: It was moved by McClelland, seconded by Allen, and unanimously approved to adopt the regular meeting minutes of the July 14 and 15, 2008 meeting of the State Assessors Board as presented.

PUBLIC COMMENT: There was no public comment.

FINANCIAL REPORTS: A communication from the Executive Secretary was received along with State Assessors Board financial reports for the months of October 2007 through March 2008.

EDUCATIONAL PROGRAMS:

1. It was moved by Patel, seconded by McClelland, and unanimously approved (1) to require 12 total hours of annual renewal programs each year, (2) to require completion of a mandatory 6-hour renewal program for each of the next three annual certification renewal periods, (3) to allow assessing officers to complete future mandatory renewal requirements during the first and second annual renewal periods (i.e., to work ahead to meet mandatory renewal requirements), but not to allow assessing officers to delay meeting mandatory renewal requirements (i.e., a minimum of 6 hours of mandatory programming is required each year unless the mandatory renewal requirements have previously been met for all three of the upcoming renewal periods), and (4) in addition to the mandatory 6-hour renewal programs, to require 6 hours of elective renewal programs for each of the next three annual renewal periods, with these elective renewal hours not being cumulative (i.e., they cannot be carried forward to future years).

2. It was moved by McClelland, seconded by Patel, and unanimously approved to grant approval to the level 3 experience qualification requests of Ms. Esther A. Graves, Ms. Rhonda S. Huffman, and Ms. Laura D. Zakalowski.

3. It was moved by McClelland, seconded by Patel, and unanimously approved to grant approval to the level 4 experience qualification request of Ms. Sue I. Bostwick.

4. It was moved by Patel, seconded by Morgan, and unanimously approved to grant approval to the on-line version of the State Assessors Board quiz for the current renewal program on the Michigan Assessors Association Website, subject to necessary modifications or corrections as determined by the Executive Secretary.

5. It was moved by Patel, seconded by McClelland, and unanimously approved to approve the Michigan Assessors Association course titled "SAB 16 Hour" for six-hour renewal credit for the 2007-2008 annual renewal period (only).

CERTIFICATION APPLICANTS: It was moved by McClelland, seconded by Patel, and unanimously approved to grant formal approval to the list of certification applicants provided to the Board. The list of certification applicants which was approved by the Board and the certification totals presented to the Board were as follows:

**Certification Applicants
August 8, 2008**

Level 1

Baughman, Cathy M.
Dill, Brenda
Dugger, Courtney E.

Erhart, Mark
Neumayer, Douglas J.
O'Connor, Cheryl M.

O'Doherty, Peter
Post, Lindsey
Sprague, Sarah

Level 2

Blough, Regina R.
Doyle, Robert J.
Jaafar, Nabil

Kimbrough, Anita L.
O'Connor, Cheryl M.
Sprague, Sarah

Tobias, Elizabeth A.
VanDivner, Janell

Level 3

Baiocco, Rebecca A.

Bowers, Joyce M.

Kettinger, Timothy E.

**Certification Totals
August 8, 2008**

Level 1	565
Level 2	933
Level 3	886
Level 4	<u>147</u>
Total	2,531

FIRST CLOSED MEETING: A closed meeting was permissible under the Open Meetings Act, Michigan Compiled Law (MCL) 15.268(h). (See also the Freedom of Information Act, MCL 15.243(1)(d) and 15.243(1)(k) and the Open Meetings Act, MCL 15.267(2).) A motion was made by Patel and seconded by McClelland to go into closed session. A roll call vote occurred: Hobart—yes, Patel—yes, Allen—yes, McClelland—yes, and Morgan—yes. The motion was unanimously approved.

A closed session was held for the following items:

1. Discussion of the closed meeting minutes from July 14, 2008

2. Discussion of narrative appraisal review records
3. Discussion of narrative appraisal 203
4. Oral examination for level 4 certification

A motion was made by Patel and seconded by Morgan to return to open session. A roll call vote occurred: Hobart—yes, Patel—yes, Allen—yes, McClelland—yes, and Morgan—yes. The motion was unanimously approved.

OPEN MEETING ACTION ON FIRST CLOSED MEETING ITEM: It was moved by Patel, seconded by McClelland, and unanimously approved to approve the passing oral examination results of Ms. Arline Broome and to grant Ms. Broome level 4 certification.

SECOND CLOSED MEETING: A closed meeting was permissible under the Open Meetings Act, MCL 15.268(a) and 15.268(h). (See also the Freedom of Information Act, MCL 15.243(1)(b)(ii).) A motion was made by Morgan and seconded by Patel to go into closed session. A roll call vote occurred: Hobart—yes, Patel—yes, Allen—yes, McClelland—yes, and Morgan—yes. The motion was unanimously approved.

A closed session was held for the following item: discussion of revocation petition 08-0021.

MEETING RECESS: The meeting recessed at 10:54 a.m. to allow the Board's annual report to be presented at the Michigan Assessors Association annual business meeting and for lunch. The meeting reconvened at 1:30 p.m.

ROLL CALL: Members present: Lisa A. Hobart, Chairperson
Raman A. Patel, Vice Chairperson
Henry O. Allen, Member
Maxine J. McClelland, Member

Member absent: Frederick W. Morgan, Member (excused)

Staff present: David C. Lee, Executive Secretary

SECOND CLOSED MEETING (Continued):

The second closed session continued after the meeting recess for the following items:

1. Informal revocation hearing for revocation petition 08-0028
2. Informal revocation hearing for revocation petition 08-0029
3. Discussion of revocation petition 07-0022
4. Discussion of revocation petition 07-0024
5. Discussion of revocation petition 08-0020
6. Discussion of revocation petition 08-0024

A motion was made by Patel and seconded by McClelland to return to open session. A roll call vote occurred: Hobart—yes, Patel—yes, Allen—yes, and McClelland—yes. The motion was unanimously approved.

OPEN MEETING ACTIONS ON FIRST AND SECOND CLOSED MEETING ITEMS:

1. It was moved by McClelland, seconded by Patel, and unanimously approved to adopt the closed meeting minutes of July 14, 2008 as presented.
2. It was moved by Patel, seconded by Allen, and unanimously approved to approve the grader's failing grade for the first submission of narrative appraisal 203.
3. It was moved by Patel and seconded by Allen to dismiss revocation petition 08-0028 pending a progress report on the reappraisal work currently being performed by the assessing officer named in the petition and to send a letter to the Department of Treasury requesting that written standards and guidelines be adopted by the Assessment and Certification Division for reappraisal monitoring situations. The motion was approved by a vote of three to one, with McClelland voting in opposition to the motion.
4. It was moved by Allen, seconded by McClelland, and unanimously approved to dismiss revocation petition 08-0029 pending a review of the reappraisal work in question.
5. It was moved by McClelland, seconded by Allen, and unanimously approved to dismiss revocation petitions 07-0022 and 07-0024.
6. It was moved by Patel, seconded by McClelland, and unanimously approved to seek legal advice from the Department of Attorney General on the Board's jurisdiction with respect to a specific issue relating to revocation petitions 08-0020 and 08-0021.
7. It was moved by McClelland, seconded by Patel, and unanimously approved to dismiss revocation petition 08-0024.

OTHER BUSINESS:

1. A proposed 2009 State Assessors Board meeting schedule was discussed.
2. It was moved by Patel, seconded by Allen, and unanimously approved to adopt as presented proposed payments of State Assessors Board restricted funds for certain services rendered, except that reimbursement to volunteers for meeting attendance is not to be limited to meetings held in Lansing as had been proposed.

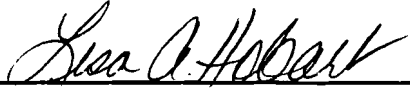
COMMUNICATIONS: A communication from Lynn Balice concerning the mandatory renewal program established by the Board for the 2007-2008 certification renewal period was received by the Board.

ANNOUNCEMENTS: The next meeting of the State Assessors Board is scheduled for September 19, 2008 at 9:30 a.m. in the State Treasurers' Board Room of the Richard H. Austin Building, 430 West Allegan Street, in Lansing.

ADJOURNMENT: It was moved by Patel, seconded by McClelland, and unanimously approved to adjourn the meeting. The meeting adjourned at 4:06 p.m.

Date minutes typed: August 24, 2008

Date minutes approved: 9-19-08



Lisa A. Hobart, Chairperson